



PORTLAND VA MEDICAL CENTER

*Portland, Oregon Division
Vancouver, Washington Division
Community Based Outpatient Clinics
Salem, OR Bend, OR
Longview, WA Camp Rilea (Warrenton, OR)*



NOTICE OF VACANCY

1. <u>Announcement Number</u> 3W-05-075-JC	2. <u>Title, Series, Grade, Salary</u> Medical Supply Technician GS-622-5/6 \$27,612 to \$40,016 per annum	3. <u>Tour of Duty</u> 7:00 am to 3:30 PM M-F	4. <u>Duty Station</u> Acquisition & Material Management, Portland, OR, Division
5. <u>Type & Number of Vacancies</u> Permanent 1 Full-time position(s)	6. <u>Contact</u> Tonya Griffin 503-220-8262 x 57527	7. <u>Opening Date</u> 12/13/04	8. <u>Closing Date</u> **Open Until** Filled 1st consideration date is 1/4/05

WHO MAY APPLY TO THIS ANNOUNCEMENT:

- Career or career conditional employees and permanent Title 38 employees of the Portland VA Medical Center eligible under the interchange Agreement. Included are permanent employees of the Willamette National Cemetery, Regional Office, Veterans Outreach Center and Veteran's Canteen.
- Career or career conditional employees and permanent Title 38 employees of other VA facilities.
- Applicants with competitive status outside the VA i.e., those with transfer or reinstatement eligibility.
- Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 or more years of continuous active service.
- Employees covered under the provision of the inter-agency Career Transition Plan (ICTAP) and Career Transition assistance Plan (CTAP) (displaced VA Employees) eligibles will be given priority consideration for vacancies within the **local commuting area** for which they are well qualified. Applicants requesting this consideration must attach appropriate proof of the ICTAP eligibility with their application.

MAJOR DUTIES:

The complete description may be reviewed in the Human Resources Management Division. The following duties and responsibilities are taken from the position description and are considered to be a brief extract. The Medical Supply Technician position is located in the Sterile Processing Center (SPC) of Acquisition and Materiel Management Service (A&MM) with responsibilities exercised in all work areas within the section including all patient care areas throughout the Medical Center. The incumbent will decontaminate the full range of reusable medical supplies and equipment used in the Medical Center's wards and clinics in addition to the full spectrum of Surgical instrumentation and power tools. Prepares the full range of reusable medical/surgical supplies and equipment used throughout the Medical Center. Selects appropriate methods for sterilizing, balancing time constraints with possible detrimental effects of quicker methods. Periodically tests operation of equipment for effectiveness sterilization. Incumbent will collect used equipment, select the proper methods for removing gross contamination and disinfecting component parts, disassembling, cleaning, reassembling and sterilizing in accordance with OSHA, AAMI, FDA, JCAHO and local requirements, testing the operation of equipment, obtaining needed repairs, preparing components for sterilization, storing clean and sterile equipment, issuing equipment, troubleshooting the equipment, and explaining the proper use of the equipment to members of the Medical Center staff and patient population. The incumbent will select the proper method of sterilization and removes items from sterilizers; inspects package for indications of proper sterilization and shelf life; and storing items in such a way as to preserve the sterile condition.

QUALIFICATION REQUIREMENTS:

Eligibility: U.S. Office of Personnel Management Qualification Standards Handbook for GS-622 series apply and may be reviewed in the Human Resources Management Service office. Regulatory requirements such as "time-in-grade" and "time after competitive appointment are applicable.

Specialized Experience: One (1) year experience that equipped the applicant with the particular knowledge, skills, and abilities (KSA's) to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level.

Substitution of Education for Experience: **GS-5:** Successful completion of four (4) years of post high school education. Such education must have been obtained in an accredited business, secretarial, or technical school, junior college, or university is fully qualifying at the GS-5 level and may be substituted in full for the required specialized experience; **GS-6:** Graduate education or an internship meets the specialized experience requirement only in instances where it is directly related to the work of the position. If using education as a substitute for experience, please a copy of your college transcripts with application packet.

(Continued on next page)

BASIS OF RATING: (Knowledge, Skills, Abilities (KSAs))

On a separate sheet of paper, provide a written, detailed response to each of the KSAs. Failure to respond to rating factors will result in applicant not being referred for the position:

1. Knowledge of Medical Supplies and equipment.
2. Knowledge of decontamination and aseptic techniques.
3. Ability to operate various equipment such as washer sterilizers, ultrasound equipment cleaners, gas, and steam sterilizers.
4. Knowledge of various cleaning agents and decontaminants.
5. Ability to properly store and pack medical instruments and equipment.

VACANCY ANNOUNCEMENT INFORMATION SHEET

CONDITIONS OF EMPLOYMENT:

Although the duty station is in Portland, it may be necessary to utilize the selected person's services at a different location within the Portland VA Medical Center commuting area if conditions require it in the future

Eligible employees may be non-competitively reassigned to fill this position as an exception to merit promotion.

Under Executive Order 11935, only United States citizens and nationals (residents of American Samoa and Swains Island) may compete for civil service jobs. Agencies are permitted to hire non-citizens only in very limited circumstances where there are no qualified citizens available for the position.

A background security investigation will be required for all new hires. Appointment will be subject to the applicant's successful completion of a background security investigation and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination.

This is a developmental position. If selected below the target level, employee may be promoted without further competition upon satisfactory completion of qualification and eligibility requirements.

A pre-employment physical examination will be required for an applicant who is tentatively selected.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis

All qualified applicants will receive equal consideration without regard to race, religion, color, national origin, sex, politics, marital status, non-disqualifying physical or mental handicap, age or membership or non-membership in a labor organization.

It is the policy of the Department of Veterans Affairs that all Federal wage and salary payments are paid to employees by Direct Deposit/Electronic Funds Transfer (DD/EFT).

HOW TO APPLY:

Portland VAMC employees: For 1st consideration, applicants should submit a completed VAF 4078 to Human Resources Management Division, Portland Division, Building 100 Room 6C12 no later than **Close of Business (COB)** January 4, 2005. Employees supplemental form VAF 4676a and Supervisory supplemental form VAF 4667b must be completed and returned to above location no later than **COB** on January 4, 2005. Supplemental forms may be obtained in the Human Resources Office, or on our internal or external website.

Other VA Employees: For 1st consideration, applicants must also submit in addition to the above-mentioned supplemental forms, an OF-612 or resume, OF-306, latest SF-50, Notification of Personnel Action, and latest performance appraisal to be received in Human Resources at the address below no later than **COB** on January 4, 2005. Supplemental forms may be obtained in your human resources office, or on our external website, www.va.gov/portland/hr.

Non VA Applicants: For 1st consideration, applicants may apply by submitting the following forms/documents to the Portland VA Medical Center, P4HRMS, PO Box 1034, Portland, OR 97207, received no later than **COB** on January 4, 2005, or brought in person to Human Resources Bldg 100 Rm. 6C12, Portland VA Medical Center, 3710 US Veterans Hospital Road, Portland, OR 97239 by the **COB** on 1/4/05. Forms are available in the Human Resources Office or on our website, www.va.gov/portland/hr.

1. [OF 612 \(Optional Application for Federal Employment\)](#), or Resume. (Please refer to [OF-510 \(Applying for a Federal Job\)](#) on the USA jobs website (<http://www.usajobs.opm.gov/>) for information on how to apply with a resume instead of OF-612.
2. [OF-306, \(Declaration for Federal Employment\)](#) (January 2001 version or later).
3. Narrative statement relating to all of the KSAs. Candidates **must** submit a narrative statement on a separate page(s) with specific responses to all of the knowledge, skills, and abilities (KSAs) in this announcement. Failure to submit your narrative response to all of the KSAs will result in the applicant not being referred for the position.
4. Veterans Preference:
 - a. DD-214, Military Discharge Paper (member copy #4 for July 1979 or later editions) (FOR 5 POINT Veteran's Preference).
 - b. [SF-15, \(Application for 10-point Veteran Preference\)](#)
 - c. VA letter of service-connected disability rating dated within the last 12 months.
5. SF-50, Notification of Personnel Action (if applying as a current or former federal employee).
6. A copy of your college transcripts (Optional unless education is required).

APPLICANT'S PLEASE NOTE:

- Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications (particularly positions with a positive education requirement.). Therefore, applicants must report only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.
- Applicants can verify accreditation at the following website: <http://www.ed.gov/admins/finaid/accred/index.html>. All education claimed by applicants will be verified by the appointing agency accordingly.

IMPORTANT NOTICE ABOUT APPLICANT'S RESPONSIBILITY:

- It is the applicant's responsibility to submit documentation to support his/her application for this position. Applicant is responsible for ensuring that all experience, formal training, award recognition, etc. are documented in the application package. Experience may include voluntary or other non-paid experience in the appropriate field. If you feel that your training record contains information pertinent to your qualifications, then you must submit a printed copy of your training record with your application package. Your training record will become part of the specific vacancy file and will not be filed in Official Personnel Folder. Human Resources Management Division will not photocopy any application material; applicants are responsible for making photocopies prior to submitting applications.
- **It is the responsibility of the applicant to ensure timely receipt of the application, regardless of the method used for submission. The VA assumes no responsibility for the late delivery of applications (i.e. postal service delays). The Portland VA Medical Center will not accept FAX, or emailed applications or applications in a US government envelope.**